

# NYC SUMMER INTERNSHIP PROGRAM 2010

## PARKS & RECREATION-051

Brooklyn Borough Correspondence  
Litchfield Villa/95 Prospect Park West  
Brooklyn, NY 11215

**Contact:** Leslie Nusblatt  
**Phone:** (212) 360-8212  
**Fax:** ( ) -  
**Email:** Leslie.Nusblatt@parks.nyc.gov

### AGENCY DESCRIPTION

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Yankee Stadium and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds; we manage five major stadia, 600 tennis courts, 66 public pools, 51 recreational facilities, 17 nature centers, 14 golf courses, and 14 miles of beaches; we care for 800 monuments and 23 historic house museums; we look after 600,000 street trees, and two million more in parks. We are New York City's principal provider of athletic facilities. We are home to free concerts, world-class sports events, and cultural festivals.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as the WinterJam, Adventures NYC, the Pumpkin Festival and several others. In addition, Parks produces many special events, including concerts and movie premieres. In the summer, Parks' busiest season, the agency organizes free carnivals and concerts, and sends mobile recreation vans to travel throughout the five boroughs providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

### UNIT DESCRIPTION

Brooklyn Borough Commissioner's Staff – Our office is responsible for Capital Projects, Correspondence, Community Partnerships, Government Relations, Special Events, Permits and Athletic Facility Management for the borough of Brooklyn

### POSITION TITLE

Brooklyn Borough Correspondence

### INTERNSHIP RESPONSIBILITIES

The intern will be responsible for researching, composing and tracking correspondence with constituents, elected officials and Community Boards on behalf of the Park and Borough Commissioners before established deadlines via mail, email and telephone. The intern will also be responsible for soliciting information from Chiefs, Deputies and Managers and using that information to write Brooklyn's bi-weekly report to the Park Commissioner. Other duties include organizing Brooklyn's employee of the month program, managing the Chief of Staff's office and schedule and creating literature for and facilitating special events.

The intern's responsibilities within Borough Administration will provide him/her with a unique perspective of the agency. In answering the questions and concerns of constituents borough-wide, the intern will learn about every aspect of what our agency does and much about the borough itself.

### QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Intern must have excellent writing skills, proficiency in basic computer programs (Word and Excel) and be a team player.

[nyc.gov/internships](http://nyc.gov/internships)

**APPLICATION PROCESS**

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)

**SALARY RANGE**

Unpaid

**ADDITIONAL INFORMATION / COMMENTS**

A good sense of humor is preferred.